



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 10
1200 Sixth Avenue
Seattle, WA 98101

Reply to:
Attn of: ECO-081

May 18, 2001

Travis Williams, Executive Director
Willamette Riverkeeper
408 SW Second Ave, Suite 210
Portland, OR 97204

Dear Travis,

We have reviewed your application for a Technical Assistance Grant (TAG) for the Portland Harbor Superfund Site. Your grant application is basically sound, but we would like to see the following additions and changes in order to meet grant award policies:

1. The maximum award for a TAG is \$50,000, so the total project budget should be \$60,000 with the matching requirement. The grant time frame is for a two-year period and the work plan and expenditures should reflect this operating period.

2. Additional detail is needed in the budget narrative to show how values were derived. A sample budget narrative is attached to this letter for your information. Please make sure you address all of the categories for which you show expenditures.

3. The Statement of Work should include measurable outputs. As your narrative explains very well, it is difficult to be task specific or define a time frame since the technical advisor will be doing work tied to tasks in the Administrative Order on Consent/Statement of Work (AOC/SOW), for the Remedial Investigation/Feasibility Study which is not done yet. Activities which will occur through the TAG, so I suggest the time frame be identified as events in the RI/FS process. Here are some examples of outputs:

- The Technical Advisor will review the AOC/SOW within 90-days of release by EPA, and prepare a report identifying the tasks and deliverables requiring further action on their part under the grant.

- The Technical Advisor will provide Willamette Riverkeeper a quarterly report summarizing his findings on technical documents and findings of the Remedial Investigation.

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4. The Statement of Work needs to include specific information on the methods you plan to use to share the information provided by the Technical Advisor with the community at large. Examples might be holding community meetings, attending meetings of other organizations, producing a flyer or brochure, or maintaining a page on your website devoted to sharing information about Portland Harbor.

5. I just discovered that some of the certification forms now required to process grant applications were not included the original TAG application package sent to you. I have enclosed a yellow book with all the new forms and I will talk with you early next week to specify which ones need to be added to your application.

Please call me at 206-553-6246 if you have questions about further work on your TAG application.

Sincerely,

Judy Smith
Community Involvement Coordinator